

# 2015 Temporary /Seasonal Positions with the USDA Forest Service Umpqua National Forest in Southwest Oregon

Updated January 30, 2015

The Umpqua National Forest is filling temporary positions for the summer season in the following duty stations: Cottage Grove, Idleyld Park, Glide, Roseburg, and Tiller.

Applicants interested in these jobs will be able to apply through [www.usajobs.gov](http://www.usajobs.gov). Vacancy announcements for positions will be posted on the website in three different time periods. The opportunity to apply for the following temporary positions is **February 4-10, 2015**.

There will be another opportunity to apply for a temporary position in **March 2015**.

When vacancy announcement numbers for the positions are available, we will post them at [www.fs.usda.gov/main/umpqua/about-forest/jobs](http://www.fs.usda.gov/main/umpqua/about-forest/jobs) and [www.facebook.com/umpquafirehire](https://www.facebook.com/umpquafirehire). Search by the vacancy number to find the positions at [www.usajobs.gov](http://www.usajobs.gov).

## Cottage Grove Ranger District – Cottage Grove, OR

**Biological Technicians (Natural Resource Team) (GS-0404-04)**

1 position at each grade level for April 19 – Oct. 3, 2015

**Apply Feb. 4-10 to two vacancy announcements:**

**TEMP-R60404-4-NATR-DT-PG and 15-TEMP-R60404-5-NATR-DT-PG**

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Work on a District resource team responsible for tasks including invasive weed removal and mapping, stream location mapping within proposed timber harvest areas, wildlife surveys, snag creation, and reforestation work. Download and produce basic maps of inventory using GIS. Position involves physically arduous work and ability to obtain federal driver's license is required. Government housing may be available but is limited. Work week is typically Mon-Thurs, 7 a.m. – 5:30 p.m. Government housing may be available. Contact is Leslie Elliott, [ljelliott@fs.fed.us](mailto:ljelliott@fs.fed.us), (541) 767-5040.

**Forestry Aid (Recreation) (GS-0462-03)** 1 position for May 17 – Sept. 5, 2015

**Apply Feb. 4-10 to vacancy announcement 15-TEMP-R6AIDREC-S03-DT-PM**

This position will perform work in support of the district's recreation program, including checking visitor use of recreation sites, monitoring compliance with regulations of parking, campfires, sanitation, use of picnic sites, or hunting and fishing. Also includes campground maintenance and operation. Schedule is likely to include weekends and holidays. Government housing may be available. Contact is Melissa Swain at [mbswains@fs.fed.us](mailto:mbswains@fs.fed.us) or (541) 767-5015.



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**Dorena Genetic Resource Center – Cottage Grove**

**Biotech (Plants)** (GS-0404-4 and GS-0404-5) 1 position at each level from May 3 – Oct. 31, 2015

**Apply Feb. 4-10 to two vacancy announcements:**

**15-TEMP-R6PLANTS-S4-DT-PM and 15-TEMP-R60404-5-PLNT-DT-PG**

Duties include disease-resistance screening of native conifers, inoculating seedlings and assessing disease symptoms in nursery, greenhouse and field trials. Extensive travel required. Other responsibilities include breeding and seed production efforts. Key responsibilities include data collection and management and report writing. No government housing available. Work week is typically Mon-Thurs, 7 a.m. – 5:30 p.m. Contact is Angelia Kegley, [akegley@fs.fed.us](mailto:akegley@fs.fed.us) or (541) 767-5711.

**Diamond Lake Ranger District – Idleyld Park** (Office & housing located in Toketee)

**When applying, select the duty station of Idleyld Park.**

**Biological Aid (Plants)** (GS-0404-03, GS-0404-04, and GS-0404-05)

**Apply Feb. 4-10 to vacancy announcements: 15-TEMP-R6BIOAID-S3-DT-PM,**

**15-TEMP-R60404-4-PLNT-DT-PM and 15-TEMP-R60404-5-PLNT-DT-PG**

2 positions at each GS level for starting dates of April 5 or 19, or May 31 through Nov. 14, 2015

Position involves mechanically removing weeds from roadsides and some forested areas along with survey and mapping of weeds. Interest in plants and good attention to detail required. Government housing is available. Schedule will be compressed to four 10-hour days, Mon.-Thurs. Contact is Bryan Benz, [bbenz@fs.fed.us](mailto:bbenz@fs.fed.us), or (541) 496-4169.

**Forestry Aid (Recreation)** (GS-0462-03) 3-5 positions for May 3 – Sept. 19, 2015

**Apply Feb. 4-10 to vacancy announcement 15-TEMP-R6AIDREC-S03-DT-PM**

These positions are involved in taking fees, checking reservations and giving assistance in the gatehouse at the entrance of the popular Diamond Lake Campground. Also includes campground maintenance and operation. Schedule is likely to include weekends and holidays. Government housing is available. Contact is Kevin Woods at [kmwoods@fs.fed.us](mailto:kmwoods@fs.fed.us) or (541) 496-4061.

**Forestry Technician (Trails)** (GS-0462-04) 1 position for May 3 – Sept. 19, 2015

**Apply Feb. 4-10 to vacancy announcement 15-TEMP-R6TRAILS-S4-DT-PM**

Position involves physically arduous work in trail maintenance. Schedule includes weekends. Government housing is available. Need ability to obtain federal driver's license. Contact is Jennifer Taylor at [jenniferltaylor@fs.fed.us](mailto:jenniferltaylor@fs.fed.us) or (541) 496-4060.

**Forestry Technician (River Ranger)** (GS-0462-04) 1 position for May 3 – Sept. 19, 2015

**Apply Feb. 4-10 to vacancy announcement 15-TEMP-R6RECRIV-S4-DT-PM**

Position involves physically arduous work in maintain recreation sites and facilities. May also include raft trips with information and education visitor contacts. Schedule includes weekends. Government housing is available. Need ability to obtain federal driver's license. Contact is Jennifer Taylor at [jenniferltaylor@fs.fed.us](mailto:jenniferltaylor@fs.fed.us) or (541) 496-4060.

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**Diamond Lake Ranger District – Idleld Park** (continued)

**Information Assistant** (GS-0303-03) 1 position for May 3 – Sept. 19, 2015

**Apply Feb. 4-10 to vacancy announcement 15-TEMP-R60303-3-ASST-DT-PG**

Serve as information assistant in the front office of the Diamond Lake Ranger Station in Toketee. Duties include performing office work such as filing, answering calls, routing mail, making copies, greeting people, and answering questions. Government housing is available. Contact is Michele Woods at [micheleawoods@fs.fed.us](mailto:micheleawoods@fs.fed.us) or (541) 498-2531

**Maintenance Mechanic** (WG-4749-05) 2 positions for May 1 – Oct. 30, 2014

**Apply Feb. 4-10 to vacancy announcement 15-TEMP-R6MAINWORK-S5-DT-PM**

Operation and maintenance of government housing, offices, and water and waste systems. Government housing is available. Diamond Lake Ranger District office is located in Toketee, 60 miles east of Roseburg. Contact is Zeb O'Connor, [joconnor@fs.fed.us](mailto:joconnor@fs.fed.us) or (541) 498-2531.

**North Umpqua Ranger District – Glide, OR**

**Forestry Aid (Recreation)** (GS-0462-03) 3-5 positions for May 3 – Sept. 19, 2015

**Apply Feb. 4-10 to vacancy announcement 15-TEMP-R6AIDREC-S03-DT-PM**

These positions are involved in daily operations in keeping multiple campgrounds operational such as taking fees and maintenance. Ability to obtain federal driver's license is required. Government housing may be available. Schedule is likely to include weekends and holidays. Contact is Janie Pardo at [jpardo@fs.fed.us](mailto:jpardo@fs.fed.us) or (541) 496-3532.

**Engineering Equipment Operator** (WG-5716-08) 1 position from May 3 – Nov. 14, 2015

**Apply Feb. 4-10 to vacancy announcement 15-TEMP-R65716-EEO-8-DT-PM**

Heavy equipment operator on the forest restoration/road crew, Class A CDL required. Position involves operating trucks over 2,6000 GVW with trailers, water tends and lowboys on public roads; may involve driving hydraulic excavator, backhoe, front-end loader, trench digger, and industrial tractors with pan or scraper attachments. Position is subject to random alcohol and drug testing. Work week typically Mon. - Thurs., 6 a.m. - 4:30 p.m. Arduous work in tough terrain and remote locations. May require overnight stays in remote locations depending on job. Contact is Mike Karr, [mkarr@fs.fed.us](mailto:mkarr@fs.fed.us) or (541) 643-9738.

**Supervisor's Office – Roseburg, OR**

**Civil Engineering Aid** (GS-0802-03) 1 position from May 17 – Sept. 5, 2015

**Apply Feb. 4-10 to vacancy announcement 15-TEMP-R6ENGAID-S3-DT-PM**

This position will assist higher level engineers in locating control points and general survey on roads and facility projects. Collects data and prepares field notes and reports. Performs various tasks on p-line survey crew, such as setting hubs, measuring elevations acting as rodman, setting targets, and recording field data. Performs tasks related to road design, such as computes levels; plots road profiles, cross sections, and traverses; traces completed plans and profiles; prepares data for computerized input; and works from printouts or reports. No government housing available. Contact is Peggy Roberts, [proberts@fs.fed.us](mailto:proberts@fs.fed.us) or (541) 957-3432.

**Tiller Ranger District – Tiller, OR** (please note: no cell phone reception in Tiller)

**Biological Aid (Wildlife/Botany/Range)** (GS-0404-04) 2 positions from March 10 – Oct. 3, 2015

**Apply Feb. 4-10 to vacancy announcement 15-TEMP-R6WLDLFE-S4-DT-PM**

Position will do Northern Spotted owl surveys and other wildlife surveys as well as help the district meet vegetation targets. Government housing is available. Need ability to obtain federal driver's license. Contact is Andre Silva at [amsilva@fs.fed.us](mailto:amsilva@fs.fed.us) or (541) 825-3132.

**Forestry Aid (Recreation)** (GS-0462-03) 3-5 positions for May 3 – Sept. 19, 2015

**Apply Feb. 4-10 to vacancy announcement 15-TEMP-R6AIDREC-S03-DT-PM**

These positions are involved in daily operations in keeping multiple campgrounds operation such as taking fees and performing maintenance. Ability to obtain federal driver's license is required. Schedule is likely to include weekends and holidays. Government housing is available. Contact is Scott Elefritz at [selefritz@fs.fed.us](mailto:selefritz@fs.fed.us) or (541) 825-3102.

**Office Automation Clerk** (GS-0326-02) 1 position for May 3 – Sept. 19, 2015

**Apply Feb. 4-10 to vacancy announcement 15-TEMP-R6OFFCLRK-S2-DT-PM**

This position works in the district office, handling correspondence and forms as well as filing. Must be proficient with computer programs and able to work in an office setting. Government housing is available. Contact is Barbara Whetzel at [bwhetzel@fs.fed.us](mailto:bwhetzel@fs.fed.us) or (541) 825- 3104.

*Note: Most positions require the operation of Forest Service vehicles or equipment. A valid state driver's license is required in order to obtain a government driver's license.*

*GS-3 requires 6 months general experience successful completion of 1 year of study above high school that included at least 6 semester hours of related course work.*

*GS-4 requires 6 months of experience related to the position or successful completion of 2 academic years of post-high school education which included at least 12 semester/18 quarter hours of related coursework or a combination of education and experience listed above.*

*GS-5 requires 1 year of specialized experience at the GS-4 level or successful completion of a full 4-year course of study leading to a degree related to the position or a combination of education and experience.*

**Please email this page to the contact person listed for the job(s) in which you are interested. You can also answer these questions by pasting this section into an email message.**

**Statement of Interest (Outreach Response)**

Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Work, Home or Cell: \_\_\_\_\_

Location/Duty Station Preference: \_\_\_\_\_

Position(s) interested in (include series and grade such as GS-0462-04): \_\_\_\_\_

\_\_\_\_\_

How did you hear about this position? \_\_\_\_\_

Agency Contact \_\_\_\_\_ Other \_\_\_\_\_

If not a current permanent employee, are you eligible to be hired under any of the following special authorities?

- \_\_\_\_\_ Schedule A (Person with Disabilities)
- \_\_\_\_\_ Former Peace Corps Volunteer
- \_\_\_\_\_ Pathways Program (Students and Recent Graduates)
- \_\_\_\_\_ Veterans Recruitment Appointment (VRA)
- \_\_\_\_\_ Veterans with 30% Compensable Disability

## **Applicant Guide**

These appointments are temporary seasonal positions. The vacancy announcements are posted on USAJOBS at [www.usajobs.gov/](http://www.usajobs.gov/).

To apply for a job, there are four basic steps:

1. **Create an account** - Enter your profile information and create or upload a resume. Please note that you do not need to create a “My Account” to search for jobs, but you must create an account to apply for jobs online. You will need to request a user ID and password. Allow yourself at least two days before the application deadline to complete this process to ensure you have time to get your application submitted.
2. **Search Jobs** – Use basic search to enter in job and location keyword information from the USAJOBS home page. Or you can use the advanced search function which allows you to search by vacancy announcement number or series and grade. Review the job opportunity announcements and note of those of interest. Carefully review the “Qualification and Evaluation” section to determine whether you will qualify for the position. GS-3 positions are entry level positions. As the grades get higher (GS-4, GS-5, etc.), they require more specialized experience or qualifications.
3. **Apply for Jobs** – Carefully follow the instructions in the “How to Apply” section for each announcement. You may store up to five uploaded or “resume builder” created resumes in your profile. Submit any additional documentation to verify your qualifications such as transcripts, SF-50 Notification of Personnel Action (if you have previously worked for the federal government), and/or Veterans’ Form DD-214. *Please see the “Additional Information” below regarding supplemental documentation and resumes.*
4. **Manage Your Career** – Log into your account to obtain application status for positions for which you have applied. Contact the agency for specific follow-up questions or those related to the particular job. The agency contact information is listed on the right hand side of the announcement. You may also contact District personnel regarding the position. However, please note that we do not see your application until the vacancy announcement has closed and we have requested a list of candidates. Only those applicants that are qualified for the position will be referred to the hiring official.

### **ADDITIONAL INFORMATION**

#### **Regarding Applications:**

- **If you are basing any of your qualifications on your education, you must attach valid transcripts.** There is no method to verify education (including coursework completed and GPA) without these.
  - Valid transcripts are those that are issued by the school (official or unofficial). Course listings/grades pulled from your student profile or account are not transcripts.
  - Transcripts altered in any way (i.e. written on, edited) are not considered valid.
  - Attaching password protected transcripts is not recommended. There is not a remarks section within the application that will allow you to provide the password. If they cannot be accessed, they cannot be verified.

- **If you are claiming Veteran's preference, you must attach your DD-214.**
- It is important to remember that your answers to the minimum qualification – knowledge, skills, and abilities – questions must be supported by the contents of your resume or attached documents.

### **REGARDING RESUMES:**

Your resume is the basis for determining qualifications, so be as complete as possible. Include the following items to improve your chances of making the referral list and being selected for a seasonal/temporary position with the USDA Forest Service.

#### **Work Experience:**

- Be sure to include specific dates of employment, in **mo/day/yr format** (i.e., 05/15/2012 – 08/24/2012), and hours per week. This helps determine experience level. Note: the resume builder in USAJOBS only allows you to select mo/yr. It is recommended that you upload your own resume or include the specific dates in the remarks section where you explain your work experience for that position.
- Be very specific and detailed when describing your work experience. **Include everything:** duties, responsibilities, equipment and tools used. It is important to remember that the people determining your qualifications are comparing your work experience to the position description of the job you are applying for. This is especially true for higher graded positions (GS-4, GS-5).
- Volunteer Experience also counts. If you have volunteered for any local organizations be sure to include it.

#### **Certifications:**

- Include all relevant certifications and training. For instance, if you are a certified pesticide applicator, this would be good to include on a resume for a Weeds/Range position. If you are applying for a fire position and have completed S-190 Introduction to Wildland Fire Behavior, document this on your resume.

#### **References:**

- References are checked during the selection process. Be sure to include at least two professional references.

*For more information, contact the Supervisor's Office at (541) 957-3200 or visit the Umpqua National Forest website at [www.fs.usda.gov/umpqua](http://www.fs.usda.gov/umpqua)*